



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 1000.2C
N1
21 JUN 2022

NETC INSTRUCTION 1000.2C

From: Commander, Naval Education and Training Command

Subj: DOMAIN PROCEDURES FOR CIVILIAN BILLET IDENTIFICATION NUMBER VALIDATION

Ref: (a) ASN (M&RA) Memo of 16 Apr 13 (NOTAL)
(b) OPNAVINST 1000.16L
(c) Request for Personnel Action Handling Procedures

Encl: (1) NETC Manpower (N1) Position Validation Form Routing Process

1. Purpose. To establish formal procedures for the Naval Education and Training Command (NETC) domain to validate Billet Identification Numbers (BIN) for certain civilian personnel actions to ensure compliance with references (a) through (c).

2. Cancellation. NETCINST 1000.2B.

3. Background. Certain Requests for Personnel Actions (RPA) require BIN verification and validation by NETC's Total Force Manpower (TFM) Officer (N1) to ensure end-strength targets are not at risk, the position is valid and funded, and that position information matches the TFM Management System. Reference (a) provides amplifying information in regard to Total Force Management and System Guidance as well as guidelines for exceptions. Reference (b) establishes policy and procedures required to develop, review, approve, implement, and update TFM requirements and authorizations for all Naval Activities. Reference (c) identifies RPA handling procedures and is a guide to assist Human Resources Offices (HRO) and Major Commands with processing personnel actions.

4. Applicability. This instruction applies to all subordinate activities and elements within the NETC domain. NETC 1000/1 is not required for validating BINs under the following circumstances:

a. NETC Headquarters activity BINs validated through the TFM Utilization Board.

b. Assistant Secretary of the Navy (ASN) managed activities aligned under BS076.

5. Responsibilities. All NETC subordinate activities and elements shall comply with all aspects of references (a) through (c) and this instruction. Enclosure (1) delineates the position validation routing process. Specific responsibilities within the NETC domain are as follows:

a. NETC N1 will:

(1) Provide program policy, guidance, evaluation, and assistance as required.

(2) Validate activity submission of NETC 1000/1 and compare position information to the Activity Manpower Document.

(3) Email the completed form with NETC N1 remarks and signature to the initiating command with a copy to NETC HRO.

(4) Ensure compliance with references (a) through (c) and assist all NETC activities, including ASN-managed activities, to reconcile errors to achieve and maintain a 95 percent or greater billet to personnel reconciliation ratio as mandated in reference (a).

b. NETC Subordinate Activities will:

(1) Submit completed NETC 1000/1 by email to NETC N1 for the following civilian personnel actions:

- Recruit/Fill
- Non-Competitive Promotions/Promotions Not To Exceed (NTE)
- Reassignments/Reassignments NTE
- Realignment
- Conversions
- Change to Lower Grades

(2) Submit NETC 1000/1 once verified that end-strength/full-time equivalent, as well as funds, are available across the Future Years Defense Plan for the position. Ensure incumbent's status and any impact is annotated in the "Center CO Remarks" block (applicable to all echelon III commands). NETC 1000/1 must be digitally signed by the appropriate Echelon III Center Commanding Officer (CO), Chief of Staff, or Commander. Echelon III Commanders and COs may elect to delegate signature authority to the Comptroller, Executive Director, or Executive Officer only. Regardless of signature delegation, Commanders and COs retain overall fiduciary responsibility. Any NETC 1000/1 received without the appropriate signature will be returned without action.

(3) Attach the approved NETC 1000/1 to the completed Standard Form (SF) 52 (Request for Personnel Action) submitted for Recruit/Fill, including Merit Promotion, Delegated Examining, Management Identification of Candidates, and Name Requests. RPAs received from NETC subordinate activities by the NETC HRO without all required forms will be returned to the originator without action.

6. Action. This instruction is effective immediately. Actions required for compliance shall be implemented as described herein.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

9. Forms

a. The following form is available for download on the NETC Public Web Site (<https://www.netc.navy.mil>): NETC 1000/1 (NETC Manpower (N1) Position Validation)

b. The following form is available for download on GSA Forms Library (<http://www.gsa.gov/portal/forms/type/TOP>): SF 52 (Request for Personnel Action)


K. BECK
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Web Site (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by e-mail at netc_directives@navy.mil.

NETC Manpower (N1) Position Validation Form Routing Process

